**AIT progress report:**

Complete a progress report every 40 hours or each week of completion and email the progress report to [resource@kaceks.org](mailto:resource@kaceks.org).

Name of AIT:

Training site name:

Site address:

Phone number:

Date of this report:

Date internship began:

Expected completion date:

1. Dates and hours completed this week:
2. List the department(s) you spent time in this week (Administration, HR, Nursing, Rehab, Medical records, Activities, Social services/Admissions, Business office, Food service, Housekeeping/Laundry, Environment/Maintenance, Other) and hours spent in each:
3. List assignments and departments with time spent in each:
4. Summary of learning experiences:
5. Brief analysis of any problems observed, new experiences, insights gained:
6. Statement of any problems that arose during the training:
7. Visits outside the facility, educational conferences attended:

Week # /12 weekly reports

Hours completed this week: Hours completed total: /480 hours

I certify, to the best of my knowledge, that the information presented is true and accurate.

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AIT’s signature Preceptor’s signature